

# NEW CASTLE COUNTY GOVERNMENT

Number 1308

## CLASS SPECIFICATION

Page 1 of 2

Date 10/09/12

Title: ENVIRONMENTAL ANALYST

Approved:

*Valencia L. Seaton*

GENERAL STATEMENT OF DUTIES: Performs physical, chemical, biological, bacteriological, and toxicity tests on gaseous, liquid, and solid samples; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the operation of a laboratory in which tests are performed to monitor environmental pollution. This technical work involves the efficient and capable performance of a wide variety of tests requiring good knowledge of laboratory operations and equipment. Work involves collection and analysis of samples from treatment plants, sewer systems, and industrial discharges. This employee works under general supervision.

EXAMPLES OF WORK: (Illustrative Only)

- Performs specialized tests on water, waste water, sludge, compost, and soils;
- Performs qualitative and quantitative tests on atomic absorption spectrometer to test for heavy metals;
- Performs qualitative and quantitative tests on gas chromatograph/mass spectrometer to test for a wide variety of toxic organic pollutants;
- Prepares reagents and solutions in accordance with laboratory procedures and performs routine standardization of reagents;
- Maintains a current knowledge of new techniques and developments as outlined in the latest publications;
- Keeps appropriate logs, chain of custody records, and reports on test data;
- Maintains adequate quality assurance procedures and records, performs statistical analysis, and prepares periodic reports;
- Analyzes testing data and prepares special reports;
- Maintains cleanliness of laboratory facilities and equipment;
- Collects samples and sets sampling machines;
- Recommends new testing and operational procedures in treatment plants;
- Conducts training classes in chemical analysis, sampling procedures, and laboratory techniques for waste water treatment plant employees;
- Sets up pilot processes and tests improved procedures;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that internal and external customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

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Page 2 of 2

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Approved:

*Valencio S. Seaford*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of the fundamentals of chemistry and biology; good knowledge of laboratory practices, techniques, equipment, and terminology; ability to operate atomic absorption spectrometer and associated equipment; some knowledge of gas chromatograph/mass spectroscopy; some knowledge of the theory and operation of sewage treatment plants; ability to train and direct employees in analytical testing procedures; ability to perform physical, chemical, biological, and bacteriological tests; ability to keep logs and prepare reports on tests performed; ability to lift heavy samplers weighing up to 40 pounds; ability to communicate courteously and effectively, both verbally and in writing.

**MINIMUM QUALIFICATIONS:** At least three (3) years of experience in laboratory work related to environmental pollution control including the use of associated equipment and completion of two (2) years of college work with appropriate courses in chemistry and related sciences; or an equivalent combination of experience, education or training directly related to the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid Delaware Class D driver's license or its equivalent. Must pass a Class II County physical examination and background check.

**HISTORY OF REVISIONS:**

Established: 02/25/86  
Revised: 01/02/91  
Revised: 01/01/96  
Revised: 03/01/00  
Revised: 06/01/00  
Returned to prior language: 03/01/00 (07/20/00)  
Revised: 04/06/04  
Revised: 10/09/12